UNITED STATES DEPARTMENT OF AGRICULTURE
Farm Service Agency
Washington, DC 20250

For: State and County Offices

Zero Direct and Counter-Cyclical Yields

Approved by: Deputy Administrator, Farm Programs

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1   Overview

A Background

States are reporting that they are finding numerous farms where the direct and/or counter-cyclical payment yields in the system for a crop are equal to zero even though base acres are greater than zero for the crop. On some farms, the zero yields are correct and no action should be taken on them. On other farms, the zero yield is incorrect and will need to be corrected. The National Office has developed a query to assist County Offices in determining all farms where the base acres for a crop are greater than zero, but the direct and/or counter-cyclical yield is equal to zero for that crop.

B Purpose

This notice provides County Offices with :

- instructions for running the query

- procedure for correcting those zero yields in the automated system that are determined to be in error

- the deadline for completing the applicable yield corrections.

C Transmission From Kansas City

The query will be transmitted from Kansas City on Monday, September 15, 2003. County Offices should receive the query on Tuesday, September 16. An information bulletin will be provided with the transmission.

Disposal Date	Distribution
December 1, 2003	State Offices; State Offices relay to County Offices

2   Running the Query

A   Running the Query on Single County Systems

County Offices that have only A. files on their systems shall run the query according to the following.

Step	Action
1	On Menu FAX250: • ENTER "QRY" • PRESS "Enter". Work With Queries Screen will be displayed.
2	On Work With Queries Screen, enter the following: • **option choice**, ENTER "9", "Run" • **query name**, ENTER "ZEROYLDS" • **library name**, ENTER "QRPRADJ1".
3	PRESS "Enter". The query will run.

Note: Queries will print best if the characters per inch are changed to 15. This can be accomplished by typing "Print" on a command line, and pressing the "HELP" key. Print Procedure Screen will be displayed. Change characters per inch to 15 and PRESS "Enter".

2   Running the Query (Continued)

B   Running the Query on Multiple County Systems

County Offices that have multiple county files (A., B., etc.) on their systems shall follow subparagraph A to run the query on the A. files and shall run the queries on the other county files on the system according to the following.

Step	Action
1	On Menu FAX250: • ENTER "QRY" • PRESS "Enter". Work With Queries Screen will be displayed.
2	On Work With Queries Screen, enter the following: • **option choice**, ENTER "2", "Revise" • **query name**, ENTER "ZEROYLDS" • **library name**, ENTER "QRPRADJ1".
3	PRESS "Enter". Define the Query Screen will be displayed.
4	On Define the Query Screen, under the item "Item Query options", ENTER "1" by "Select a File". Select a File Screen will be displayed.
5	On Select a File Screen: • change "A.MI.FTM" to "B.MI.FTM" or "C.MI.FTM" etc., as applicable. • PRESS "Cmd7". End this Query Screen will be displayed.
6	On End this Query Screen: • for "Save Definition" change the "1" to a "2" • PRESS "Enter". The query report will print.

Note: Queries will print best if the characters per inch are changed to 15. This can be accomplished by typing "Print" on a command line, and pressing the "HELP" key. Print Procedure Screen will be displayed. Change characters per inch to 15 and PRESS "Enter".

3   Action

A   Determine If Yield Is Incorrect

The query will print all zero yields where base acres are greater than zero. There are some situations where the farm and/or tract should have a zero yield and will not need a correction. County Offices shall:

- review and research all farms that print on the query report

- use all available DCP base and yield election data for the farm and tracts to determine if the yields should be zero or if a correction is needed.

If the zero yields are correct, County Offices shall take no action.

If the zero yields are incorrect, County Offices shall follow subparagraphs B and C to manually establish yields and correct them in the automated system.

B   Establishing Yields

County Offices shall follow procedure provided in 1-DCP, paragraph 613 to establish the direct and/or counter-cyclical yields for zero yields found to be incorrect. The yields must be determined on the 2002 farm structure that was used to make the base and yield election.

Note: County Offices cannot use the software to calculate the yields. The yields must be manually calculated.

After the yield is established, County Offices shall correct the yield through farm maintenance on Tract Crop Base Data Screen MIDUCP01 according to procedure in 3-CM, paragraph 246 using Reason Code "2", "Correction".

Note: Tract Crop Base Data Screen MIDUCP01 is year specific. County Offices must select the appropriate year to be updated, 2002 or 2003, on Year Selection Screen MIBSYR01.

3   Action (Continued)

   C   Reconstitutions (Continued)

   In some situations, a reconstitution may have been done on the farm and/or tract. The yields must be established on the 2002 farm structure that was used to make the base and yield selection. To determine this, County Offices can access Reconstitution – Reports Main Menu MIQR00 according to 2-CM, paragraph 519 and display either of the following reports:

   - Option 6, "Display Reconstitution History of a Farm"
   - Option 7, "Display Reconstitution History of a Tract".

   Depending on the number of reconstitutions that have been completed since the base and yield election was made, County Offices may have to access these options several times using the parent farm or tract number displayed previously to determine the 2002 farm and/or tract.

   D   Deadline

   County Offices must run the query and complete the yield changes before installing County Release No. 521 which will be in field offices on or about October 1, 2003.

   Note: If the yield corrections are not completed before installing County Release No. 521, County Offices will need to update yields in 2002, 2003, **and** 2004 farm maintenance.